

WICKHAMBROOK PARISH COUNCIL

SUMMONS TO COUNCILLORS

You are hereby summoned to attend the Annual Meeting of the Council on

Thursday 29th September 2022 @ 7:00pm

In: The Pavilion, Wickhambrook Memorial Social Centre
for the transaction of the business on the agenda below.

MEMBERS OF THE PUBLIC

are hereby notified of the meeting which they are welcome to attend and where public input will be invited.

AGENDA

- 22.09.01 Apologies for absence to be noted or approved:
- 22.09.02 2.1 To receive any Members' Declarations of Disclosable Pecuniary Interest and/or other Registerable Interests in subsequent Agenda items
2.2 To receive declarations of lobbying for planning matters on the agenda their nature, including gifts of hospitality exceeding £25
2.3 To receive requests for dispensations
2.4 To note any additions and/or deletions to the Council's Register of Interests.
- 22.09.03 3.1 Proposal:**
That the Minutes of the ordinary meeting on 28th July and an Extra-ordinary meeting of the Parish Council held on 1st September 2022, as tabled, be agreed as a true record.
- 22.09.04 To receive any reports from Representatives of the Council on External bodies, Ward Members and other external bodies as appropriate.
4.1 Cllr Mrs Bobby Bennett, Suffolk County Council (*previously circulated*)
4.2 Cllr Mrs Sarah Pugh, West Suffolk Council
- 22.09.05 Public Forum – (**Open Session**)¹.
To receive comment or question on any Agenda item or matter of concern from those members of the public present
- 22.09.06 To consider correspondence to this meeting not dealt with as an Agenda item or in the Clerk's report (tabled and circulated as **WPC.22.09.01**) and take action as appropriate.
- 22.09.07** To consider an update on the preparation of a Neighbourhood Plan for Wickhambrook (tabled and circulated as **WPC.22.09.02**) and take action as appropriate.
Proposal: Cllr Turner
i. **In accordance with Financial Regulation 11.1(a)ii, the parish council agree to waive the requirement when entering into a contract of less than £25,000 in value to obtain 3 quotations in respect of contracting the professional planning services of Places4People to support the preparation of the Wickhambrook Neighbourhood Development Plan, enabling a price to be negotiated without competition for specialist services, and note that the parish council has previously contracted services and advice from Places4People for which it has been satisfied.**
ii. **Expenditure under the various categories of the Locality Grant application be authorised for payment on submission of relevant invoices to the clerk to a sum of not more than £9997.00 in accordance with the categories summarised in Appendix B to this report.**

¹ The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

- 22.09.08 To receive and discuss any reports and requests to this meeting relating to Councillors' Portfolios and take action as appropriate.
- 8.1 **Highways/VAS reporting** Cllr Paul Couzens
- 8.2 **Emergency Planning** Cllr Mike Lavelle
- 8.3 **Road Safety Working Group** Cllr Sandy Thwaite
- 22.09.09 To note a summary of decisions taken at the Estates Committee on 5th August 2021.

Min No.

9.1	Resolved To authorise the works to parish trees as identified at WPC.EC.22.09.02 at a cost of not more than £670.00 plus VAT.
10	Noted: The meeting considered a review of fees for clubs using Six Acres (<i>previously circulated as WPC.EC.22.09.03</i>) and acknowledging the parish councils desire to support local clubs, agreed that there would be no change to the fees, but that the support through grounds cutting and tree work etc would be recorded against relevant clubs as grants in kind.
11.	The meeting consider a review of the grounds specification for the next financial year (<i>previously circulated as WPC.EC.22.09.04</i>) and agreed following advice from the Footpaths officer, to reduce the cuts for footpaths by two to six cuts a year, and include: <ul style="list-style-type: none"> • Footpath 26 running from Cemetery Road across to FP25; • Include the footpath side of the Cemetery hedge (adjacent FP26) and; • Include cuts of the hedge alongside school.

22.09.10 To receive and discuss any report to this meeting from the Clerk and to take action as appropriate.

10.1 To note the External Auditors' Limited Assurance Review and certificate 2021/22 (tabled and *circulated as WPC.21.09.03*), that in their opinion
"the information in Sections 1 and 2 of the AGAR was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had been met".

and that the Council has complied with the Accounts and Audit Regulations 2015 in the publication of a Notice of Conclusion of Audit.

10.2 VAT Claims for the month of July and August have been paid (£372.14 and £514.06).

10.3 To note an update on renewal of the lease in respect of the Cemetery Road Play Park (tabled and circulated as **WPC.22.09.04**) and take action as appropriate.

10.4 To note that the Clerk has moved, and that the Parish Council's new business address is: **3 Farriers Close, Great Barton, Bury St Edmunds, Suffolk IP31 2FP**. All other contact details remain the same.

Proposal: Cllr Lavelle

That the clerk update all relevant business contact details to the new registered address for Wickhambrook Parish Council: 3 Farriers Close, Great Barton, Bury St Edmunds IP31 2FP.

22.09.11 11.1 To note the following income received

	AMOUNT
11.1.1 Hanchets: Memorial	£150.00
11.1.2 Bereaved: Exclusive Right of Burial	£175.00
11.1.3 HMRC: VAT126 Claims April – June	£2674.09
11.1.4 HMRC: VAT126 Claim July	£372.14
11.1.5 HMRC: VAT126 Claim August	£514.06
11.1.6 West Suffolk Council: Recycling Credits	£1348.60
11.1.7 Groundworks: Locality NP Grant	£9997.00

11.2 To authorise the payments to be made as listed below:

	SUMMARY OF PAYMENT TO BE AUTHORISED	AMOUNT
11.2.1	Refund to Clerk (Office Supplies & Equipment)	£76.48
11.2.2	Clerk Mileage & Subsistence	£29.97
11.2.3	Clerk Home Working Allowance	£64.50
11.2.4	Refund to Clerk – Adobe Acrobat Subscription	£30.34

11.2.5	PKF Littlejohn LLP – Limited Assurance Review #SB20221227	£360.00
11.2.6	Parish Online – Mapping Software #42UF076-0006	£120.00
11.2.7	Wickhambrook Memorial Social Centre: Recycling Credits	£1348.60
11.2.8	Verse – Posters & Leaflets: Neighbourhood Plan #SIN003008	£229.80
11.2.9	Mdsign – Internet Services – Events Calendar #2021	£225.60

11.3 Proposal:

That the payments to be made, listed above at 11.2 be authorised.

11.4 To note the following payments previously authorised.

365	28/07/2022	22.02.10.LODP	Hilary Workman	July Salary	Period 4	£1,011.92
363	31/07/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 4	Period 4	£ 37.68
364	05/08/2022	22.02.10.LODP	HMRC	Period 4	Period 4	£ 69.93
381	09/08/2022	22.02.10.LODP	Microsoft Ireland Operations Ltd	07/06/2022-06/07/2022 Microsoft	#E0100JAB74	£ 41.04
385	09/08/2022	22.02.10.LODP	Wickhambrook Memorial Social Centre	Meeting Room Hire July	#1333	£ 50.00
383	13/08/2022	22.02.10.LODP	R.H. Landscapes & Maintenance Services L	Grounds Contract July Cuts	#001867	£2,052.00
375	15/08/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile July '22	#AGQ1333256400	£ 22.00
392	19/08/2022	21.11.17 &am	Haward Horological Ltd	Repairs to Memorial Clock - Serv	#4121	£ 680.00
395	19/08/2022	EC.22.04.11	NidagravelUK	Reserved Grave Space Markers	#INV-4047	£ 346.51
351	20/08/2022	22.02.10.LODP	Mdsign	Website Updates Q2 2022.23	#1980	£ 210.00
380	23/08/2022	22.02.10.2DD Lis	E.ON Energy Solutions Ltd	Electricity - Chapel of Rest - J	#KI-A2E45745-0009	£ 12.89
396	27/08/2022	22.02.10.LODP	Wave (Anglian Water Business (National) Ltd	Water Period 12/5 - 11/08	#10885547	£ 49.82
379	31/08/2022	EC.22.04.11	Amazon UK Services Ltd	Avery Labels for Reserved Grave	#GB24VF4ZRAEUI	£ 45.18
403	31/08/2022	22.02.10.2DD Lis	NEST Pensions	Pension Contributions Period 5	Period 5	£ 37.68
397	05/09/2022	22.02.10.LODP	R.H. Landscapes & Maintenance Services L	Grounds Contract August Cuts	#001916	£ 600.00
398	05/09/2022	22.02.10.LODP	HMRC	HMRC/NI Period 5	2305	£ 69.93
399	05/09/2022	22.02.10.LODP	Hilary Workman	Clerk Salary Period 5	Period 5	£1,011.92
382	09/09/2022	22.02.10.LODP	Microsoft Ireland Operations Ltd	07/07/2022-06/08/2022 Microsoft	#E0100JO6V0	£ 48.60
411	14/09/2022	22.02.10.2DD Lis	Information Commissioner's Office	ICO Registration 2022.23	ZA074439	£ 35.00
410	15/09/2022	22.02.10.2DD Lis	3 Business Services, Hutchison 3G UK Ltd	Clerk Mobile August '22	#AGQ1333256400	£ 22.00

11.5 To note the current account balances and reconciliation to 31 August 2022, and the Chairman's confirmation that they are supported by relevant bank balances.

11.6 To consider a proposal to apply for a Corporate Multi-pay Card (tabled and circulated as **WPC.22.09.05**) and take action as appropriate.

Proposal: Cllr Lavelle

- i. **The parish council apply for a Unity Corporate Multi-pay Card from Unity Trust Bank (restricted to use by the clerk) and set a single transaction maximum value of £500 (unless authorized by the council in writing before any order is placed);**
- ii. **The parish council adopt the revised Financial Regulations attached as Appendix B to this report;**
- iii. **The parish council authorise:**
 1. **The initial set up fee of £50.00; and**
 2. **a variable direct debit payment from its Unity Trust bank to service the full transaction balance each month, including any fees and charges (monthly £3 per card charge) accruing to the Corporate Multi-pay Card;**
- iv. **Regular software subscriptions, listed below, be authorized to be charged against the corporate Multi-pay card:**
 1. **Microsoft basic – monthly, currently £4.50 plus VAT (upto 10 users);**
 2. **Microsoft Online Services – annual, currently £112.80 plus VAT (two users)**
 3. **Adobe Pro DC – monthly, currently £12.64 plus VAT (one user)**

22.09.12 To note the Chair's review of the internal control statement (tabled and circulated as **WPC.22.09.06**) and any proposed actions arising from this.

22.09.13 To note the review of income and expenditure against budget and any proposed adjustments to the approved budget (tabled and circulated as **WPC.22.09.07**).

Proposal: Cllr Lavelle

The parish council authorise a reversal of the underspend previously transferred to Earmarked reserves (£1695.00 to Staff contingency, Min 22.04.12 refers) back into operating reserves and an adjustment of the budget lines allocated as below:

	Approved Budget	Adjustment	Revised Budget
From Earmarked Reserves (Staff Contingency)		-£1695.00	
Clerk/RFO Salary	£12741.00	+£675.00	£13,416.00
HMRC/NI Contributions	£98.00	+£490.00	£588.00
Pension Contributions	£250.00	+£530.00	£780.00
Total	£13,089.00	+£1695.00	£14,784.00

22.09.14 To note Planning results as notified by West Suffolk summarised below:

14.1 **DC/22/0965/P3QPA** Prior Approval Application under Part 3 of the Town and Country Planning (General Permitted Development) (Amendment and Consequential Provisions) (England) Order 2015

Change of use from agricultural building to dwellinghouse (class C3) to create one dwelling and associated operational development

Peacocks Farm House Peacocks Farm Farley Green Wickhambrook CB8 8PX

WSC: Refuse Application

WPC: Not Consulted

14.2 **DC/22/0835/HH** - Householder Planning application – Re-consult

a. Two storey side extension (following demolition of existing extension)

b. single storey side extension

c. first floor rear extension.

d. replacement front dormer window

Sirocco , Bury Road, Wickhambrook, Suffolk, CB8 8PD

WSC: Approve Application

WPC: No Objections

14.3 **DC/22/1142/TCA** - [Trees in a conservation area notification - one Ash \(T1 on plan\) fell](#)
1 Church Cottages Church Road Wickhambrook Suffolk CB8 8XH

WSC: No Objection

WPC: No Objections

14.4 **DC/22/1149/HH** - [Householder planning application - two storey rear extension](#)

6 Clopton Park Wickhambrook Suffolk CB8 8ND

WSC: Application Granted

WPC: No Objections

14.5 **DC/22/1179/VAR** – [Planning application – variation of condition 2 of DC/21/1403/FUL](#)

To apply minor change to size of stable block proposed – decrease in width and height but increase in length

Peacocks Farm, Timber Barn, Farley Green, Wickhambrook CB8 8PX

WSC: Application Granted

WPC: No Objections

22.09.15 To note the following Planning applications notified by SEBC for comment:

15.1 DC/22/1352/FUL – Planning Application

Construction of Conservation Lake

Lake East of Clopton Green, Wickhambrook

15.2 DC/22/1493/TPO – Tree Preservation Order TPO504 (2010)

one Oak (T1 on plan, T1 on order) overall crown reduction by 1.5 metres;

one Ash (T2 on plan, T2 on order) fell

17 The Meadows Wickhambrook Suffolk CB8 8GW

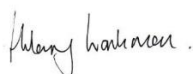
15.5 Proposal: Cllr Turner

That the Clerk make known the Council's comments on planning applications above to the Corporate Manager, Growth & Sustainable Planning at West Suffolk Council.

22.09.16 Any other Planning matters for information, to be noted or for inclusion on a future agenda.

- 22.09.17** To note the proposal put forwards by the Estates Committee (tabled and circulated as **WPC.21.09.08**) to adjust the specification for Grounds Contract for the next financial year and take action as appropriate.
17.1 Proposal: Cllr Couzens
To approve the proposed revised specification for cuts and proposed areas set out at Appendices A & B to report WPC.22.09.08, (subject to any changes agreed at the meeting) in advance of quotes being requested for the grounds contract for financial year 2023/24.
- 22.09.18 To note an update on the redevelopment of the old MUGA space (tabled and circulated as **WPC.22.09.09**) and take action as appropriate.
- 22.09.19** To note an update on the progress of Quiet Lanes (tabled and circulated as **WPC.22.09.10**) and take action as appropriate.
Proposal: Cllr Lavelle
i. The parish council authorise the cost of items 3 a-c summarised in report WPC.22.09.11 at not more than £75.00 plus VAT; and
ii. The parish council authorise a further £50.00 contribution to designated routes.
- 22.09.20 To consider any capital costs to consider in preparation of draft budget for financial year 2023.24
- 22.09.21 To nominate a councillor to lay the wreath at the Remembrance Day Ceremony at Wickhambrook Cemetery on Sunday 5th November, and
Proposal: Cllr Couzens
That a donation of £50 be made to Royal British Legion for the Remembrance Day Wreath
- 22.09.22 To consider an update on Queens Green Canopy (tabled and circulated as **WPC.22.09.11**) and take action as appropriate.
- 22.09.23 Any other matters for information, to be noted or for inclusion on a future agenda:
- 22.09.24 To confirm that the scheduled date for the next meeting is Thursday 24th November beginning at 7:00pm in the Pavilion, Memorial Social Centre.
- 22.09.25 Close of meeting.

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Hilary Workman

Clerk & RFO to the Council

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